



REVIEWING HRIS DATA (QA) USING PUBLIC QUERIES

November 2001

HRIS Employee Data Audits

Overview

The information entered in the HRIS database is important to the business operation of both the HR department and laboratory management. Accurate and timely information contributes to management support and success of the HR systems. Laboratory payroll and benefits processing is dependent on accurate and timely data entry.

The HRIS database has many built in data checks that help users avoid data inconsistencies. The value lists and controls help assure that system actions and data are entered correctly. Even with these built-in controls, the user is responsible for specific field updates and corrections. Data entry may be missed in fields that are optional to the system but required in the LBNL business processes.

Tools

Periodic review of the data should be done on specific fields and actions. These reviews can be done using the PeopleSoft Query tool and will result in a list of employee records which have possible data problems or which should be validated.

Responsibilities

Data reviews are the responsibility of the HR Center. A series of public queries have been developed and are available to HR Center staff. These queries focus your review on data fields that have a high impact on central reporting or payroll/benefit processing.

Timeliness

Data reviews should be done on a weekly schedule. Fields requiring change should be updated immediately.

This booklet will be revised according to user requests and new QA queries. Send your comments or request for update to Amy Lowe x5044 or email alowe@lbl.gov. Questions about HRIS data and update procedure can be sent to HRIS@lbl.gov.

Public Queries

Fields for Review	Query Name	What to Look For and Correct
Employee Class and Address information	QA_PRIMARY_ACTION_DATA <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Effective Date</i> – review • <i>Action/Reason</i> – be sure the reason is correct. <i>Example:</i> JRC reasons have been incorrect, if the new position was posted then the reason should be PPR, if the position was reviewed and deemed a promotion then RPR, etc. • <i>Employee Class</i> – review, <i>Example:</i> some rehired retirees have been coded as Indefinites or Temp. • <i>Benefits Program</i> – factor of empl_class and std_hrs • <i>All address information</i> – should be complete for W2 and other official mailings. 	Lists employees with hire, rehire and job reclass actions for a department in a given period. Review the EMPL_CLASS, and action/reason codes. All changes should be sent to payroll for correction.
Citizenship Status	QA_CITIZENSHIP_STATUS <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Citizenship</i> – if changes are to “non-immigrant” status, send passport and visa documents to IRSO 	Lists all records with blank or “unknown” citizenship status. Required field for all classes (except R-contract worker). Select correct value from value list.
Ethnic Group Code	QA_ETHNIC_GROUP <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Ethnic_Group</i> – if not specified by employee, enter “unknown”. 	Lists all records with blank ethnic group code where it is required. Required field for EEO reporting, select correct value from value list.
Inactive Supervisor ID	QA_TERMED_SUPERS_STILL_USED <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>SupervisorID</i> – update with active supervisor ID. 	Lists active records where the supervisor assigned is no longer active in HRIS.
Blank Supervisor ID	DIVISION_ROSTER <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>SupervisorID</i> – if blank then update 	Lists all active records in the requested department. Displays many fields for overview QA and includes blanks where data is missing.
Open & On Hold Job Requisitions	QA_JOB_REQUISITION <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Compare Show on Web with Status</i> 	Lists all Requisitions Open or On Hold by department. Compare the Show on Web with the Status to help identify Requisitions which positions are really Open or On Hold.
Emergency Contacts	QA_MISSING_EMERGENCY_CONTACTS <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>If employee is listed then enter</i> 	Lists active records in the requested department where there is no emergency contact. This query does not

	<i>emergency contact</i>	include persons with a valid row of emergency contact data.
Education Data	QA_EDUCATION_DATA <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>The Highest Ed Level should match the highest degree listed.</i> • <i>Degrees listed should be complete with Year, Major Code and School Code. (To add major and school codes send email to hris@lbl.gov)</i> • <i>999 and 9999 codes are “unknown” and should be updated.</i> 	Lists active records where a person’s highest education level on the personal data panel is greater than a 2-year degree and year, major, or school is missing. Persons have multiple rows where more than one degree is entered.
Leadership Code	QA_LEADERSHIP_CODE_LIST <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Officer Code and persons missing/included in the list.</i> 	Lists all employees who have a leadership code entry. Requires Laboratory Directorate approval, contact General Sciences HR Center for update.
HEERA and Confidential Status	QA_HEERA_CONFID_L1 <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Heera Status and Confidential</i> • <i>Persons missing/included in the list.</i> 	Lists all employees who are coded: 1. HEERA Supervisor or Mgr. status or 2. Confidential status Requires Labor Employee Relations (LER) approval, contact LER for update.
Full Time Student Status	QA_STUDENT_STATUS <u>Fields to Review</u> <ul style="list-style-type: none"> • <i>Compare Empl_Class to FT Student status</i> • <i>Persons missing/included in the list.</i> 	Lists possible student employee classifications where full-time student status might likely apply.